



# USAID | UZBEKISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 48/2021  
**ISSUANCE DATE:** December 7, 2021  
**CLOSING DATE/TIME:** December 28, 2021

**SUBJECT:** Solicitation for Cooperating Country National Personal Services Contractor (CCN PSC)  
Project Management Specialist (Education), FSN-10, USAID/Uzbekistan, Tashkent

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Only short-listed candidates will be contacted. No late submissions will be accepted.

Sincerely,

**Melinda Roberts**  
**USAID/Uzbekistan Executive Officer**

## ATTACHMENT TO SOLICITATION NO. 48/2021

### **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 48/2021
- 2. ISSUANCE DATE:** December 7, 2021
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 28, 2021 (6 p.m. Tashkent time)
- 4. POSITION TITLE:** Project Management Specialist (Education), FSN-10
- 5. MARKET VALUE:** \$39,706 - \$51,486 gross per annum equivalent to FSN-10 (incl. allowance)  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Uzbekistan.  
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Full-time: 40 hours per week
- 7. PLACE OF PERFORMANCE:** USAID/Uzbekistan, Tashkent
- 8. ELIGIBLE OFFERORS:** All HOST COUNTRY NATIONALS
- 9. SECURITY LEVEL REQUIRED:** FSN SBU
- 10. STATEMENT OF DUTIES:**

### **BASIC FUNCTION OF POSITION:**

The Education Project Management Specialist (the Education Specialist) contributes to the management of activities in USAID/Uzbekistan's education portfolio, with a particular focus on youth and workforce development programming. The Education Specialist supports a wide range of Education Office tasks that cover the full program cycle (i.e., strategic planning, project and activity design and management, implementation, monitoring and evaluation, award closeout), as well as research, budgetary analysis, outreach and communications, and reporting. Duties and responsibilities include providing technical and administrative support to youth and workforce development activities and initiatives in coordination with the Government of Uzbekistan and international and local development partners active in the education sector. The Education Specialist ensures that USAID investments in the education sector contribute to measurable results that are in accordance with Agency regulations, assistance objectives, international ethical guidelines and best practices, as well as being aligned with the USAID Education and Youth Policies and U.S. Government Strategy on International Basic Education. The Education Specialist will also support the team in designing and implementing multiple education activities, as well as monitoring, evaluating, and reporting on education sector results. The Education Specialist will also serve as an Agreement Officer's Representative (AOR), Contracting Officer's Representative (COR), and/or as Alternate AOR/COR, as required.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Education Project and Activity Management**

**70%**

- Serves as a core team member for project, activity, and evaluation designs and participates in selection committees.
- Serves as Activity Manager, AOR/COR and/or Alternate AOR/COR for USAID/Uzbekistan's youth workforce development activity, with support to other education office activities, as designated by the Contracting Officer or Agreement Officer.
- Ensures effective working relationships between USAID implementing partners, education sector actors, Government of Uzbekistan officials; and fosters a culture of collaborating, learning and adapting, employing evidence-based decision making to achieve results.

- Conducts periodic assessments of basic education and youth activities by making site visits, collecting relevant data, monitoring progress of results identified, analyzing and interpreting findings and summarizing these findings in follow-up reports for use by technical staff in meetings with USAID, Implementing Partner and Government of Uzbekistan officials; using good judgment to affirm the validity of information obtained and the effectiveness of implementation.
- Organizes, in coordination with USAID's Development Outreach and Communications team, public outreach events that may include senior level Embassy, USAID and Government of Uzbekistan participants and media.
- Gathers and prepares updated project and activity status information for a variety of uses – annual reports, portfolio reviews, briefers, fact sheets, technical documents, mission meetings and technical discussions with USAID partners in the education sector, as well as for events.
- Liaises with Program Office and Office of Financial Management staff to monitor, update and reconcile the budget expenditures, as well as to prepare pipeline analyses and accruals, making informed linkages between and decisions regarding implementation, financial status of activities, and performance outcomes.

### **Education Sector Coordination and Technical Support**

**30%**

- Conducts research on country context and developments in the education and youth sector to collect any relevant studies or reports, and excerpts pertinent information; summarizes material obtained and drafts reports consolidating all information and noting principal conclusions reached.
- Stays current with international development education, youth, and workforce development research and guidance, including gender issues and the inclusion of youth with disabilities, from USAID/Washington serving as a technical expert for the Education Office.
- Develops and maintains sound working relationships and ensures effective coordination with relevant education and private sector actors and represents USAID in relevant technical dialogues and sectoral working groups.
- Coordinates with U.S. Embassy colleagues to strengthen the whole of U.S. Government support to the education sector.
- Responds to requests from USAID/Washington for information about USAID/Uzbekistan's programs; drafts relevant sections of annual USAID planning and reporting documents such as the Operational Plan and Performance Plan and Report.

**Supervision Received:** This position is under the supervision of the USAID/Uzbekistan Education Office Director, or his/her designee, while also planning and carrying out assignments with a high degree of independence.

**Supervision Exercised:** This is not a supervisory position.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** USAID/Central Asia Human Resources Office, e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**a. Education:** At minimum, the possession of a Bachelor's Degree in education sciences, international development, international relations, or a related field is required.

**b. Prior Work Experience:** At least three years of experience in project management. Experience should demonstrate progressively responsible work in a relevant education and international development field. Experience in project and activity management, involving coordination with official education sector actors, private sector actors, international agencies, or implementing partners is required.

**c. Language Proficiency:** Level IV English and Russian (fluent knowledge) and Level III Uzbek (good working knowledge) are required.

**d. Job Knowledge:** Must possess comprehensive knowledge and understanding of the current educational systems in Uzbekistan, including issues related to youth, workforce development, and private sector engagement, as well as gender issues and the inclusion of youth with disabilities. This background must be complemented by a comprehensive knowledge of 1) the economic, political, and cultural characteristics of, and 2) the social issues, resources, and development challenges/prospects/priorities in Uzbekistan. Knowledge, or the ability to acquire knowledge of relevant institutions' and private sector actors' priorities and regulations is required. Must have good knowledge, or the potential to acquire such knowledge, of U.S. Government legislation relating to the education system; USAID programming policies, regulations, procedures and documentation (in the area of education and Positive Youth Development); and of the objectives, methodology, and status of the program and activities to which assigned.

**e. Skills and Abilities:** Ability to identify, mobilize, and draw upon effectively the expertise of technical and managerial personnel in the Education Office, Mission and USAID/Washington. Must be able to work in teams set up for both broad and specific events and projects. In addition, the incumbent will be expected to participate actively in meetings as appropriate with the Embassy, USAID/Washington representatives, other donors, counterpart government officials, partners and technical experts. Demonstrated capability for analysis and the ability to write and speak effectively in these contexts are required skills. Strong interpersonal and diplomacy skills are required. Initiative, resourcefulness and dependability are critical to success in the position. Must be available for travel within Uzbekistan with occasional international travel.

## **III. EVALUATION AND SELECTION FACTORS**

For those applicants who meet the minimum qualifications for consideration, the Selection Factors below will be the basis for their overall evaluation and ranking. Applicants will be scored based on the documentation provided with the application, as well as on the responses provided during an interview.

1. Education (10 points)
2. Prior Work Experience (25 points)
3. Job Knowledge (35 points)
4. Skills and Abilities (30 points)

The best-qualified among those applicants who meet the minimum qualifications for consideration will be short-listed and invited to take an English proficiency test. Only applicants who pass the English proficiency test will be considered for and potentially invited for an interview.

#### **IV. PRESENTING AN OFFER**

1. Eligible Offerors must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing the duties and responsibilities of the position and selection factors as detailed above, with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references.

Packages should be received by **COB Tuesday, December 28, 2021** via e-mail: [CentralAsiaJobs@usaid.gov](mailto:CentralAsiaJobs@usaid.gov) (with autoreply) and/or [almatyhr@usaid.gov](mailto:almatyhr@usaid.gov)

Only short-listed candidates will be contacted.

USAID/Uzbekistan reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

2. Offers must be received by the closing date and time specified above and in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**. No late submissions will be accepted.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

#### **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit necessary forms.

#### **VI. BENEFITS/ALLOWANCES**

According to Local Compensation Plan.

#### **VII. TAXES**

The contractor is solely responsible for all taxation obligations in accordance with cooperating country laws. USAID reserves the right to request proof of payment of taxes by the employee.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN/TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations> .